

National Aeronautics and
Space Administration

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Moffett Field, CA 94035-1000



August 30, 2006

2006 FISCAL YEAR-END BULLETIN #3

TO: Distribution

FROM: Code C Fiscal Year-End/New Year Start Up Team

SUBJECT: Deadline for Reconciling Expired BankCard Funds

This Bulletin establishes 12:00 PM Pacific on September 1, 2006 as the cut off date for reconciling expiring funds on BankCard purchases.

Please see the following email sent by Mark Lefler, the BankCard Coordinator.

Please contact Mark Lefler at 4-3038 or Mark.Lefler@nasa.gov if you have any questions. This Bulletin is also available at <http://cfo.arc.nasa.gov/fye.html>.

Original Signed By
Code C Fiscal Year-End/New Year Start Up Team

Distribution
Code C

Date: Tue, 29 Aug 2006 16:41:52 -0700

To:

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From: Mark Lefler <Mark.Lefler@nasa.gov>

Subject: Important BankCard Fiscal Year End News

Cc: Dolores.M.Morrison@nasa.gov, Gary.L.Heagy@nasa.gov, Jill.Willard-1@nasa.gov, My Baillie <My.H.Baillie@nasa.gov>

Dear Cardholders and Approving Officials,

Here are some dates to remember and other helpful information regarding Fiscal Year End activities affecting your Government Purchase Card.

August Reconciliation Time Table

The Center's BankCard transactions were uploaded on Friday, August 25th which began reconciliation and approval activities for the August 2006 BankCard statements. Due to the Labor Day Holiday weekend and other IEMP activities, the due date for this month's reconciliation is Noon Friday, September 1st.

Please complete all reconciliation and approval activities by Noon Friday before leaving for the long Holiday weekend. It's very much appreciated.

Expiring Funds Reminder:

This is the last month to reconcile using expiring funds. Just like last month, you may decrease an order log line item amount which cites an expiring fund, in order to match it to an invoiced or billed amount on your Bank statement. However, if you try to increase an expiring fund line item, you will receive an error message. If you need to add money or increase the amount in order to reconcile, you must first add a new line and use current year funding to make up the difference.

Internal Order Numbers:

August (that's right now) is the last month that SAP will permit one to create or reconcile an order that uses the old internal order numbering system. After this month you MUST create all new order logs and any new line items created with existing order logs with the new internal order numbering scheme of: FC000000 (unless you are purchasing aircraft related items which have their own unique internal order numbers).

So please change your preferences to reflect the new internal order number: FC000000 AND create any new line items you may need on existing order logs with the new number as well. Thanks!

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Heads-up

September Reconciliation Time Table

September's reconciliation time line will be very short this year. We anticipate receiving the Center's transactions either Monday or Tuesday, September 25th or 26th. We will immediately post them to your account for reconciling. The due date for reconciliation will be Friday, September 29th. This is because the entire Core Financial system, beginning COB September 30th, will be off-line and unavailable for the whole month of October due to several planned

upgrades and enhancements to the system. If you have purchases that need to be made during the shut down period, (all of October) please make sure you have funded those purchases in ADVANCE by creating the necessary order log(s) while the system is available. More on this to follow via separate email.

From all of us on the BankCard team, hope you have a wonderful and safe Labor Day weekend!!

Best Regards,

Mark E. Lefler
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